



## **Seminole Community College**

### **Bill Agency Letter of Authorization Instructions:**

#### **Required information:**

1. It must be on letterhead
2. Contact person, phone number, billing address identified
3. Student's name and Social Security number
4. List of Class or classes authorized
5. If textbooks are to be paid for *(for PWA classes, all materials are included in each course)*

#### **The letter should read:**

*(COMPANY NAME)* authorizes the following students to register for the following course(s) *(list course(s))*. Please invoice this office for tuition and/or books needed for these class/classes.

*List of students with corresponding list of classes*  
*Specify if books are needed and paid by company*

*contact person/authorized representative*  
*signature of authorization*  
*phone number*